

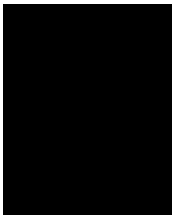
**Whitney Morgan Routt, Director**

**[P: 703.746.3743 | E: Morgan.Routt@alexandriava.gov]**  
Provides Leadership Direction and Management Oversight for the Department; Provides direct supervision for the Assistant OMB Directors, Results Coordinator and Administrative Analyst; Member of the Real Estate Committee; Police/Fire OPEB and Supplemental Retirement Boards; Stormwater Steering Committee; GIS Steering Committee: Workplace Standards Steering Committee



**VACANT, Assistant Director**

**[P: 703.746.3744 | E: VACANT@alexandriava.gov]**  
Second in Command; Leads the development of the capital budget; Manages 4 analysts (Wright, Harris, Braden, Sklad), two of whose departments impact the capital budget significantly (Wright, Harris); Serves as analyst (Capital and Operating) for WMATA, NVTC, and NVTa and capital only for ACPS; Debt Service and Cash Capital sections of Non-D; Stormwater Work Groups, Waterfront Implementation, Schools Long-Range Planning, and Potomac Yard Work Groups



**Charlie Jenkins, Administrative Analyst**

**[P: 703.746.3736 | E: Charlie.Jenkins@alexandriava.gov]**  
1) Provides website development/coordination  
2) Liaison to HR, IT, General Services, & Communications  
3) Fiscal Rep for OMB  
4) Call, click, connect liaison  
5) Updates operating procedures manuals  
6) Calendar management for the Director & Office  
7) Coordinates internal meetings and agenda  
8) Coordinates the budget book production  
9) P-Card reconciliation



**Arthur Wicks, Results Coordinator**

**[P: 703.746.3739 | E: Arthur.Wicks@alexandriava.gov]**  
Oversees the development of the capital budget; works with the Peer Technical Review Committee and Capital Improvement Program Steering Committee to develop capital budget. Serves as analyst for ACPS (capital budget only), City capital debt model, and debt service and cash capital sections of Non-D. Primary lead on development of Quarterly Capital Projects Status report.



**Alex Braden, Budget/Management Analyst III**

**[P: 703.746.3740 | E: Alex.Braden@alexandriava.gov]**  
Oversees the training and performance criteria of the operating and revenue analysts; Manages 2 analysts (Alexander, Ahmed); Works with Results Coordinator to ensure legislative requirements are done timely related to the Budget; Oversees the development of the budget document & Five Year Plan; Ensures timeliness of OMB's performance criteria; Oversees the appropriation and supplemental appropriation process in coordination with Finance; Waste-to-Energy; Facility Monitoring Group; Leads the MUNIS budget module activities; coordinates operating budget monitoring & projections  
1) *Health*  
2) *Other Health*



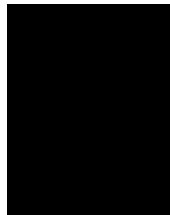
**Martina Alexander, Budget/Management Analyst II**

**[P: 703.746.3734 | E: Martina.Alexander@alexandriava.gov]**  
1) High Level Revenue Analysis; Revenue Coordination with Analysts  
2) Monthly Financial Report  
3) Fee Compendium  
4) Multi-year Financial Planning / Forecast Model  
5) Other Economic Activities: AEDP, Visit Alexandria, Holiday Lights, Marketing Fund, First Night Alexandria  
6) Finance  
7) Potomac Yard Metro internal work group  
8) *DCHS*



**VACANT, Budget/Management Analyst I - II**

**[P: 703.746.3782 | E: VACANT@alexandriava.gov]**  
1) Munis  
2) Responsible for the completion of the Community Profile section of the budget document  
3) Other duties temporarily assigned until position is filled (see italicized [Alex/Martina/Alyssa/Whitney])



**Alicia Wright, Budget/Management Analyst II**

**[P: 703.746.3746 | E: Alicia.Wright@alexandriava.gov]**  
1) T&ES  
2) DASH (incl. Trolley VRE, DOT Paratransit, WMATA & NVTa Back up)  
3) DPI  
4) RPCA  
5) Other Recreation  
6) Capital Budget Development



**Alyssa Ha, Budget/Management Analyst II**

**[P: 703.746.3742 | E: Alyssa.Ha@alexandriava.gov]**  
1) Police  
2) Fire  
3) DEC  
4) Sheriff  
5) Commonwealth's Attorney  
6) Clerk of Courts  
7) All Other Courts  
8) Outside Public Safety Agencies  
9) BFAAC Liaison  
10) Workers Compensation Group  
11) Analyst Development  
12) *Court Service Unit*  
13) *Human Rights*



**Whitney Harris, Budget/Management Analyst I**

**[P: 703.746.3720 | E: Whitney.Harris@alexandriava.gov]**  
1) General Services  
2) Planning and Zoning  
3) Housing  
4) Office of Historic Alexandria  
5) Information Technology  
6) Code Administration  
7) Capital Budget Development Back-Up (Secondary)  
8) Primary BFAAC Back-Up  
9) *Library (including Law Library)*



**Monika Sklad, Budget/Management Analyst I**

**[P: 703.746.3738 | E: Monika.Sklad@alexandriava.gov]**  
1) City Clerk/Clerk of Council  
2) Communications  
3) City Attorney  
4) Human Resources  
5) City Council  
6) City Manager  
7) OMB  
8) OPA  
9) Internal Audit  
10) Registrar  
11) Non-Departmental (excludes Debt Services and Cash Capital)  
12) Coordinates Vacancy Reporting / Responsible for the completion of the Personnel section of the budget document  
13) ACPS Liaison  
14) Other Education



# The Office of Management and Budget (OMB)

